

Creating a Google Calendar

Successful implementation of BIM on a project is often a result of increased integration and communication. Google Calendar makes organizing team meetings and events much simpler and easier than ever. With busy schedules each group member can place their entire schedule into the group Google calendar and as a result see what times all members are available to meet. By having all of this information on an internet database, accessible and changeable by all members, coordinating events could not be easier.

Process:

Entire Team

1. Have each group member create a Google account

One Team Member

1. Have one team member log in to their account and go to the “Calendar” tab, located along the top
2. On the left hand side, under my calendar, click create and a page will appear (See Figure 1)

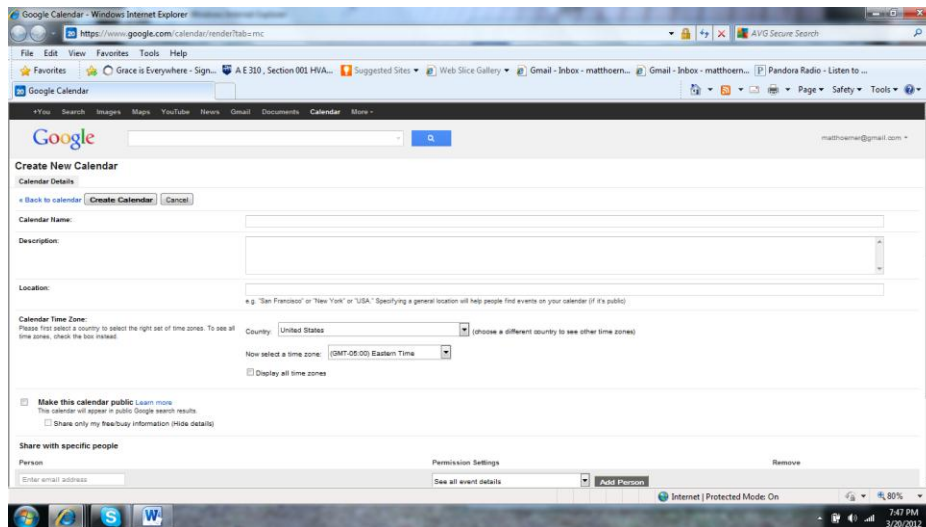


Figure 1

3. Fill in the Calendar Name, Description, and any field to describe the calendar
4. There is a section, “Share with specific people”, where the calendar creator will need to input all team member’s Google accounts
5. Once the “add person” button was clicked their account name should appear directly below
6. In order to allow each group members to make changes you must, change the permission settings to “Make changes to events” or “Make changes AND sharing”
7. Steps 4-6 must be repeated for each group member

8. Click “Create Calendar” to finalize calendar

Add an Event

1. Click anywhere on the calendar
2. A box will pop-up (See highlighted box in figure 2)

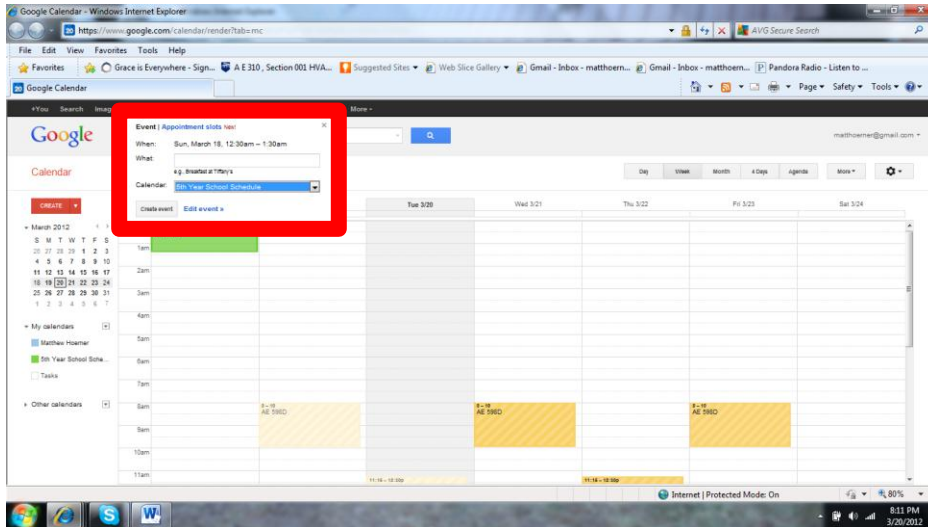


Figure 2

3. Click “Edit Event” and adjust all information, time, date, and description
4. Click “Save” at the top and the calendar date will be shared with the group

Lessons Learned:

Using Google Calendar is an effective tool for schedule communication as long as all members keep their individual calendars up to date in real time. As soon as a member stops placing their events into their individual calendars the group calendar becomes much less effective. Depending on the openness of the team member’s schedule, it may just be easier to plan meetings regularly and adjust accordingly if there is a clash of some sort.